

	Portales Police Department  Standard Operating Procedure & Policy	SOP #	112.01
		Date Revised:	10/18/2014
		ADM. #	12.01
1700 N. Boston St. Portales NM, 88130	Risk Analysis	Effective Date	
(575) 356-4404		Approval:	Pat Gallegos, Chief of Police

## I. POLICY:

- A. The Portales Police Department will conduct Risk Analysis. The purpose of conducting risk analysis is to gain information on losses and exposures, to prevent and suppress employee injuries, lawsuits and liability exposure. Risk Analysis can include analysis of operational and tactical objectives.

## II. PROCEDURE:

### A. Education

1. The City of Portales provides monthly safety training for all city employees.
  - a. All supervisors are required to obtain a minimum of 8 hours of safety training each fiscal year.
  - b. All employees are required to obtain a minimum of 16 hours of safety training each fiscal year.
  - c. All certified officers are also encouraged to maintain good physical conditioning to reduce the likelihood of injury.
  - d. Officers will attend annual training on liability issues.

### B. Source Documentation

1. Employee injury/accident forms
2. Employee safety training documents
3. Current articles and case law may also needed to keep track of current trends and laws in law enforcement

### C. Analysis of Risk Data

1. Upon gathering the information, the supervisory staff of the Portales Police Department will meet with the Chief of Police and review the material. The gathering of data can be at the discretion of the Chief of Police or as department members feel updates are needed

### D. Distribution of Information

1. The review of information will be finalized during a regular department supervisor meeting. Once the information has been reviewed, it will be distributed to the members of the department as a safety/training bulletin. A copy of the bulletin will also be forwarded to the risk management/safety coordinators office.

E. Preventive Strategies

1. Preventative strategies will be documented in the safety/training bulletin. An annual review of the safety/training bulletins will be conducted as an evaluation of the success of the programs.